

## HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

**VACANCY ANNOUNCEMENT #**

10-017

**OPEN PERIOD:**

1/11/2010 – 1/25/2010

**JOB TITLE:**

Safety Specialist

**PAY GRADE AND SERIES:**

GS-0018-07/09

**PAY RANGE:**

\$41,522 - \$66,022

**POSITION LOCATION:**

Roseville, CA.

**UNIT:**

115<sup>th</sup>
**PDCN #:** 40003000

**Security Clearance Required:**

National Agency Check

**APPOINTMENT TYPE:** INDEFINITE - DUAL STATUS

**AREA OF CONSIDERATION:** ALL SOURCES

Military grade of E-5 through E-7.

**Compatible Military Grade Assignment:** MOS Immaterial with 6Q required.

**Key Requirements:**
**THIS IS AN INDEFINITE POSITION**

This position is located in the Army National Guard, STARC Headquarters, Aviation and Safety Office (Model A) / Safety and Occupational Health Office (Model B), Ground Safety Section. The purpose of this position is to provide assistance in implementing and administering the troop and operational safety support programs.

**Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS authorized upon approval.**

**PAYMENT OF PERMANENT CHANGE OF STATION (PCS):** Payment of Permanent Change of Station (PCS) MAY BE authorized, subject to provisions of the Joint Travel Regulations and an agency determination that a PCS move is in the Government's interest

**SUBJECT to NIGHT and/or ROTATING SHIFTS.**

**Position Requires Travel:** Some, 1 to 5 days per month.

**QUALIFICATIONS and EVALUATION:**

**General:** Experience, education, and/or training which provided the candidate with a good understanding of administrative methods for accomplishing the work of an organization. This experience must reflect the ability to analyze problems, come up with practical solutions, and to communicate effectively with others.

**Safety Specialist GS-0018-07 (Trainee):** Must have 12 months of specialized experience which provided the applicant with a practical knowledge of occupational and environmental safety hazards, and control and preventive methods; experience in developing training aids; presenting subject matter to supervisors/technicians in informal on-the-job environments, or in formal learning environment; work experience in conducting studies and/or inspections of activities to evaluate and determine regulatory compliance, experience must demonstrate knowledge of laws, regulations, and administrative procedures involved in assessing and assuring compliance; experience in fact-finding which includes obtaining information through systematic review of reference materials and from persons through interviews and questioning; experience preparing reports using data from various source documents, and preparing reports according to prescribed guidelines.

**Safety Specialist GS-0018-09:** Must have 24 months of specialized experience which required the applicant to acquire and apply knowledge of safety and occupational health laws, principles, and standards; experience in developing training aids; presenting subject matter to supervisors/technicians in informal on-the-job environments, or in formal learning environment; work experience in conducting studies and/or inspections of activities to evaluate and determine regulatory compliance, experience must demonstrate knowledge of laws, regulations, and administrative procedures involved in assessing and assuring compliance; experience must have demonstrated an applicant's ability to understand legal provisions, regulations, and administrative procedures and to apply them when analyzing specific situations; experience preparing reports using data from various source documents, and preparing reports according to

prescribed guidelines.

**TRAINEE POSITION:** Applicants not meeting full qualifications for the GS-09 position indicated above may be considered for GS-07 trainee, if qualified. Statement-of-Difference of qualification requirements for each are indicated. If appointed as trainee, the selectee may be non-competitively promoted to GS-09 upon meeting full qualifications and recommendations of supervisor.

**KNOWLEDGES, SKILLS, AND ABILITIES:** The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Knowledge of general administrative practices and procedures enabling the technician to interpret and apply basic standards, criteria, and operating instructions to specific unsafe acts and conditions.
2. Knowledge of safety and occupational health laws, principles, standards, and inspection methods required to identify unsafe acts and working conditions.
3. Ability to transfer information understandably to individuals and/or groups informally and in classroom situations.
4. Knowledge of safety and occupational laws, and inspection and survey techniques sufficient to identify hazardous work practices and to recommend corrective measures.
5. Skill in analyzing mishap data to determine trends including type of mishaps and equipment involved, and frequency and severity of mishaps to Government personnel and property.
6. Ability to prepare reports.

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** Completion of one year of graduate-level course study directly relevant to safety and occupational health work will satisfy the requirements for GS-7 positions. Two full academic years of graduate education, which is in safety and occupational health management or safety engineering, industrial engineering or directly related fields such as Industrial Hygiene, Fire Prevention Engineering or Industrial Psychology will meet the requirements for GS-9 positions. Appropriate education and training other than that outlined above, such as military training programs, will be credited on a month for month basis.

**COPIES OF TRANSCRIPTS ARE REQUIRED FOR EDUCATION TO BE CREDITABLE**

**CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.**

**CONDITIONS OF EMPLOYMENT:**

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA National Guard and wear appropriate military required grooming standards.

**HOW TO APPLY:**

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment **OR** a current resume.
2. Submit any required documents (see Required Documents below).
3. Submit application package and title file "Resume" or "Application" with your first and last name to the California National Guard – HRO Office via email at: [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)
4. Please ensure that the Vacancy Announcement number and position title is indicated in the "subject" line of email.
5. When emailing documents, please submit them in one PDF file or Word file.

**IF YOU DO NOT RECEIVE A CONFIRMATION EMAIL WITHIN 2 BUSINESS DAYS, PLEASE CONTACT THE HRO STAFFING TEAM AT (916) 854-3350**

**REQUIRED DOCUMENTS (Application Packet):**

- OF 612, Optional Application for Federal Employment **OR** current resume (mandatory)
- Transcripts, if applicable

**OPTIONAL DOCUMENT (Application Packet):**

- SF 181, Ethnicity and Race Identification Form

**THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.**

**APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE [www.calguard.ca.gov/cahr](http://www.calguard.ca.gov/cahr) and at [www.opm.gov/forms/](http://www.opm.gov/forms/) .**

**APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)**

**The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.**

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

**ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.**

**VETERANS PREFERENCE DOES NOT APPLY.**

**All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)**

**THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**